



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Office Coordinator

|                       |   |                  |
|-----------------------|---|------------------|
| <b>Job ID</b>         | <b>B0-EE-A8-78-A5-3D</b>  |                  |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=B0-EE-A8-78-A5-3D">https://careers.indigenous.link/viewjob?jobname=B0-EE-A8-78-A5-3D</a> |                  |
| <b>Company</b>        | Volta   |                  |
| <b>Location</b>       | Halifax, Nova Scotia  |                  |
| <b>Date Posted</b>    | From: 2021-02-12  | To: 2021-03-14   |
| <b>Job</b>            | Type: Full-time   | Category: Office |
| <b>Job Start Date</b> | March 2021  |                  |
| <b>Job Salary</b>     | Competitive Compensation Package, Including Benefits  |                  |
| <b>Languages</b>      | English   |                  |

### Description

Reporting to the Director, Culture & Strategic Initiatives, the Office Coordinator combines front-and-center responsibilities with important behind-the-scenes work, and plays a crucial role in the Volta experience. This full-time position is responsible for welcoming our visitors and supporting staff and entrepreneur clients.

This role is ideal for you if youâ€™re energized at the thought of being the first point of contact at reception, for anyone entering the Volta offices. Your friendly nature, can-do attitude and your ability to act on the little details that make a big difference helps you foster a strong connection with our entrepreneurs and your colleagues on the Volta team. You thrive in a job with many moving parts and you are proactive, organized and always eager to learn a new way of getting things done! A versatile team player, youâ€™re keen to coordinate general maintenance to help maintain a clean and welcoming workspaceâ€¦ and you arenâ€™t afraid to grab the office screwdriver to address a quick-and-easy repair. Efficiency is your middle name â€“ you can easily prioritize multiple competing priorities, while maintaining a calm, cool and collected demeanor. You always go with the flow. You donâ€™t focus on problemsâ€¦ you naturally see opportunities!

Responsibilities include:

- â€• Promote a welcoming, respectful, friendly and inclusive environment
- â€• Responsible for first impression Front Desk and Reception responsibilities
- â€• Maintain collaborative relationships with Volta employees and resident companies
- â€• Responsible for general Office and Facilities administration and maintenance
- â€• Monitor space to ensure highest standard of cleanliness and safety
- â€• Helpfully respond to community requests related to cleaning and maintenance
- â€• Coordinate any required external contractor work, from beginning to end
- â€• Monitor and support service contractors while they are on site
- â€• Monitor, order and maintain office supplies
- â€• Maintain high level of professionalism, confidentiality and discretion at all time

Skills & Qualifications:

- A minimum of a High School Diploma plus at least two to three years experience in a similar role
- Genuinely friendly, helpful and personable
- Proven ability and desire to work effectively within a team
- Positive attitude and solid communication skills
- Committed to being resourceful and consistently proactive when issues arise
- Technically proficient, including MS Office combined with an ability to learn new platforms.
- Hands-on experience with office equipment, troubleshooting and basic maintenance
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks under pressure
- Unwavering commitment to exceptional customer service
- Supply & Inventory management experience an asset
- Other related duties as assigned

### **Other**

Individual accommodations are available upon request for candidates taking part in all aspects of the selection process.

Volta is committed to creating an inclusive work environment and building a team that represents a variety of backgrounds, perspectives, and skills. We value diversity and recognize that experience comes in many forms and skills are transferable. Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, apply!

We thank all interested parties; however, only those applicants under consideration will be contacted.

### **How to Apply**

If you feel you could be a great fit to join our team, kindly forward your cover letter and resume with the heading "Office Coordinator" in the subject line of your email.

Attention: Human Resources

Volta Labs Inc.

100 " 1505 Barrington Street

Halifax, NS B3J 3K5

HR@voltaeffect.com

Closing date for priority selection is February 22, 2021, however we will continue to accept resumes after this date until the position is filled.